

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

To: Chief Procurement Officer

'03 DEC 15 A8:00

From: Department of Health/Developmental Disabilities Division

*Department/Division/Agency*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Title: Transportation Services

Description of Health and Human Services: Transportation services for an estimated twenty-eight (28) persons with mental retardation/developmental disabilities (including persons in wheelchairs) to and from J. Walter Cameron Center at Wailuku, Maui for participation in the Hale Hauoli Day Activity Center programs. The Contractor shall also provide round trip transportation for clients from the J. Walter Cameron Center to community establishments and functions for recreational and/or training programs.

Individuals to be served by the contract are diagnosed with mental retardation/developmental disabilities. The majority of individuals have limited or minimal communication skills and need assistance with dressing, eating and using the bathroom. Even if public transportation were available, the individuals would need physical assistance or supervision due to challenging behaviors. The Transportation services are critical for the clients to get to and from the program. Without transportation services, clients would be left at home unattended or parents would have to quit their jobs to provide care.

The day program provides structured behavior training to decrease and minimize challenging behaviors that could cause injury to self, others or property. Consistent and regular training is needed to shape targeted behaviors. The program also provides the consistency in teaching and reinforcing basic communication skills and self help skills (eating, dressing, toileting, mobility). Without the training provided by the program, it is anticipated that it would be difficult to maintain the individuals with their families.

Provider Name: Maui Economic Opportunity, Inc.	Total Contract Funds: 5,861	Term of Contract:
Provider Address:  P.O. Box 2122 Kahalui HI 96733	Contract Funds per Year (as applicable).	From: 1/1/04 To: 1/31/04

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

It is requested that the current exemption which expires 12/31/03 be extended for one month to 1/31/04 to allow for the completion of the competitive 103F procurement process. Due to the abolishment of positions responsible for procurement and a Reduction In Force, the RFP process started slowly with other staff assuming the responsibilities and learning the required tasks. Since October, staff have made progress and the public notice of the RFP was issued on November 24 and an Orientation meeting held on December 3 in Maui with 4 interested parties. The deadline for submittal of proposals is December 15. Should there be a viable proposal, the Notice of statement of findings and decisions would be issued by December 24. While the ASO is currently reviewing a contract draft to expedite processing, a contract signed by both parties and approved by the Attorney General will not be in place by 1/1/04. As a result, a one month extension is requested to allow for the contracting process to be completed. A favorable consideration of this request would be deeply appreciated as it will provide the individuals

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with access to critical health services.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The exemption is requested to continue services for a one month period with a contractor that was selected under the 103D procurement process. The extension will allow for the 103F procurement process to be completed

A description of the state agency's internal controls and approval requirements for the exempted procurement:  
The DDD will work with the ASO of the Department to insure appropriate controls are implemented for the one month period while the 103F procurement process is completed.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Michael Tamanaha, Developmental Disabilities Services Branch Chief  
Trudy Murakami, Public Health Administrative Officer, Developmental Disabilities Division  
Naomi Chinen, Departmental Contracts Specialist  
Javier Aceret, Accountant IV, Developmental Disabilities Services Branch

Direct questions to (name & position):	Phone number:	e-mail address:
Michael Tamanaha Developmental Disabilites Services Branch Chief	453-6255	mitamana@mail.health.state.hi.us

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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.

*Jaue K. Kadohira*  
Department Head Signature

12/11/03  
Date

*Chiome Leinaala Fukino, M.D.*  
Typed Name

Director of Health  
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

*Chen S. Fyfe*  
Chief Procurement Officer

12/24/03  
Date

cc: Administrator  
State Procurement Office